DETAILED LESSON OUTLINE

COURSE: The Dispatch/Coordination System and the Intelligence Function

UNIT: 2 - Situation Reporting

SUGGESTED TIME: 2 hours

TRAINING AIDS: Projector, screen, viewgraphs, computers (1 for instructor and 1 for each 2 trainees) with internet connection

OBJECTIVE(S): Upon completion of this unit, the trainee will:

- Identify the purpose of and requirements for the ICS-209 and Interagency Situation Report.
- Identify sources of information for the ICS-209 and Interagency Situation Report.
- Accurately complete the Interagency Situation Report, using initial attack and large incident (ICS-209) information provided (exercise).

NOTE TO INSTRUCTOR: As Intelligence reporting requirements and formats are always changing, check to make sure handouts are the most recent versions. Replace as necessary.

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I. Unit Objectives	**02-01- -VG**
II. The Incident Status Summary (ICS-209)	
In the previous unit, we had an exercise in which each table played the role of a local MAC group. You were asked to come up with a list of questions that would help you get the information you needed to make decisions on assigning resources. Some of your responses included things such as: size, threats (structures, resources), what the fire is doing (type of fuels, fire behavior, control problems), what is already there (resources), critical needs, weather outlook and social/economic/political impacts.	**Review group responses**
The ICS-209 is the tool that we've developed to help us gather all this information at one time. As stated previously, it's probably the most important information product you'll get from the incident (if completed accurately).	**02-02- -VG**
A. Reporting Requirements	
1. Large fires are defined as 100+ acres in timber or 300+ acres in grass/brush.	
2. Some geographic areas require ICS-209s to be submitted twice a day. Time frames are generally established in each area's mobilization guide.	
3. On less complex (local I.C.) incidents, the information is usually collected by dispatch via the radio.	
The ICS-209 provides specific incident information that can be used at all levels of the dispatch/coordination system and by managers/MAC Group(s) when setting priorities and allocating resources on a local, area, and national basis.	**02-03- -VG**
B. Common Problems	**02-01- -HO** **02-02- -HO**
Review the ICS-209 form and instructions (handouts) with trainees. This viewgraph lists the most common areas where problems occur.	

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III. The Interagency Situation Report	
A. About the Interagency Situation Report	**02-04- -VG**
Situation Reports are produced on an interagency basis at all levels of the dispatch/coordination system (local, geographic area, and national). In this unit, we'll go through the report content, give you some user tips, and finish with a hands-on exercise.	
There are 3 main types of information gathered by way of the Situation Report - fire occurrence statistics, specifics on large indicents, and resource status.	
The Situation Report program is hosted on the internet. Daily information is entered directly into a centralized database, and is then accessible via the reports function. The GACCs and NICC use Situation Report information to compile reports at the geographic area and national levels, products which are used by managers to make priority decisions.	
B. Situation Report - General Rules	**02-05- -VG**
Here are some general rules that will help you to use the Situation Report program more effectively.	
1. Use the mouse or "tab" key to get around. Using the "enter" key may result in saving the data before completing all blocks on the screen.	
2. If at all possible, read through the Situation Report User's Guide before using the program. Many fields have special formats in which information must be entered (e.g., no punctuation marks), otherwise an error message will result.	**02-03- -HO** **User's Guide**
3. Users must click on the "Submit Data" button in order to save the data entered on the screen. Without doing this at the Year-to-Date Statistics screen, the data will not be saved and resource and occurrence data will not be carried forward for the next report.	
4. If you do get an error message, use the "Back" button on your web browser to return to the previous screen and make the correction. Just remember to click on "Submit Data" again.	

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C. Situation Report Entry Screens	**02-06- -VG**
The data entry portion of the Situation Report is broken down into the following screens. Once we enter the program, you'll see that each of the other screens is readily accessible from whichever screen you're in. Clicking on the "Submit Data" button will automatically take you to the next screen in the sequence.	
D. Log-on and Main Menu	**02-07- -VG**
The site is hosted on the U.S. Forest Service's Fire and Aviation Management website in Kansas City. You will need a Kansas City log-on ID (KC LID) and password in order to access the site - check with your supervisor to find out what you should use.	
Once you're logged on to the site, you can go into the Sit Report program, WIMS, or KC FAST (more on those programs in a later unit). Selecting the Sit Report Program will bring you into the main menu, where you can choose data entry or report functions. Let's take a look at the data entry portion of the program.	**Go to SIT website**
E. Daily Fire Statistics	**Go to Daily Stats screen**
The units under your office have already been set up in the program and should automatically appear on this screen.	
The Fire Danger and Preparedness Level from the previous report will be carried over for each unit. Check the NFDRS indices and local Preparedness Plan to see if the values are still appropriate (the Center Manager/Coordinator can help if you are unsure about this).	
Fires and acres burned should be reported according to the agency/unit that has ownership or jurisdiction over the lands involved, not the agency/unit with protection responsibility.	**Refer to example in User's Guide**
Partial acreages must be rounded up or down to the next full acre (.4 acres or less rounded to 0, .5 acres and above rounded to 1). If additional acres have burned on a fire that has already been reported (e.g., large fire), they must be shown. Compare the acreage from the previous day's Situation Report and ICS-209 with the acreage shown on today's ICS-209. Subtract the difference and show it here. If the acreage has decreased, an adjustment will need to be made in the Year-to-Date Statistics screen.	

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F. Resource Information This screen is used to report the status of local initial attack and prescribed fire resources. Don't show resources currently committed to large fires (anything on an ICS-209) - they will be shown in another section of the program.	**Go to Resource Information screen**
To add a resource, first select the agency and unit that controls it. If resources are prepositioned or on severity detail, use the unit identifier for the unit that ordered them (resource order). Use the pull-down list to select the kind/type of resource. When showing resource status, remember that you're projecting for the next 24 hours (e.g., if an engine is currently committed to initial attack but is expected to be back off the fire and available tomorrow, show it as available.) <u>Available</u> resources are those that are staffed, in service, and not on a mandatory day off. <u>Committed</u> resources are those resources committed to initial attack or prescribed fire incidents within the dispatch center's area of responsibility. Resources that have been mobilized to other areas will be reported by the units where they are now located.	**Refer to example in User's Guide**
G. Incident Information This section of the program is used to capture status information and resource commitments for large fires. Incident information is accessible by clicking on one of the links at the top of the screen.	**Go to Incident Information screen**
To update information for ongoing incidents, click on the link with the appropriate name and number. Most of the information entered on the previous report will be carried over. Check the information against the current ICS-209 and make any adjustments as necessary. Remember that there are 2 screens in this section - don't forget to update the resources committed and structures threatened on the second screen. If you need help figuring out what information to include (especially in the narrative), refer to the User's Guide or the ICS-209 instructions. To enter a new incident into the program, click on the "New" link. An entry screen will open up. The database record for the new incident will be tied to the incident number you enter here, so make sure that	**Refer to User's Guide for examples**

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the number is correct (State/Unit/Agency Fire#) before you submit this screen. (If it needs to be changed later because of ownership, etc., the GACC has edit capability.)

A priority ranking should be assigned to each large incident at the local level by the agency fire manager or local MAC group. When reviewed at the GACC, each incident will also be assigned a priority ranking within the geographic area.

Once a fire is 100% contained, a narrative is no longer required. For those incidents with significant commitments of resources (especially national resources such as aircraft and Type 1 handcrews), the resource information should continue to be updated until the majority of the resources have been demobed.

When the resources have been demobed, click on the arrow by "Active" and select "No" to make the incident inactive. The program will show any information entered for the incident on that day's reports, but will then switch the incident over to the inactive list. The incident will still be accessible via the "Inactive" incident button should you need it, but will no longer show up automatically when you enter this screen. Generally speaking, the "Delete" function should only be used when you want to delete the entire record or start over again - you will lose any information entered pertaining to the incident.

Go to Planned RX Fires screen

H. Planned Prescribed (RX) Fires

This section is designed to capture information pertaining to prescribed fire projects (along with resource commitments) planned for the next few days. You can either update existing information or enter a new project.

Information will carry over for 2 days from the planned start date. If the project is delayed, you will need to update/change the start date to keep the record active. Otherwise, the information will be archived.

This section is not mandatory, so if you don't have any prescribed fires planned for the next few days, you can skip it and go to the next screen.

Go to Remarks screen

I. Remarks

In the Remarks block, include a brief summary of significant weather/fuel conditions, fire situation, resource status (are shortages occurring or anticipated?), and significant events or problems.

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In the On-Call block, enter the name and phone number(s) for the after hours dispatcher and/or coordinator.

J. Year-to-Date Stats

Go to YTD Stats screen

This is the most critical screen to submit - it creates the database record for that date. Even though you submitted the Daily Fire Stats information to show your new activity, you still need to submit this screen in order to carry your resource information and previous totals forward and calculate new year-to-date totals.

The only reason you would need to edit this screen is to adjust your totals to reflect fires/acres not previously reported, or reported incorrectly. Otherwise, you can simply click on the “Submit Data” button to transmit the data as calculated.

The year-to-date totals shown on the Situation Report should be adjusted periodically to reflect statistics being reported on agency fire reports. While large fires are ongoing, compare the current and previous ICS-209(s) on a daily basis to determine whether total acreages have increased, decreased, or remained the same. Additional acres burned each day should be reported in the Daily Fire Statistics screen. Acreage subtractions or adjustments due to final/GPS acreages will need to made in the Year-to-Date Stats screen, using the methods outlined below.

To **Subtract** from the Year-to-Date totals, click on the “Data Entry” button at the main menu and choose yesterday’s date. Go directly to the Year-to-Date Statistics screen, modify the totals on the bottom line as needed, and click on the “Submit Data” button. To verify that the changes were accepted, generate a report for yesterday’s date.

To **Add** previously unreported fires and/or acres to the cumulative totals, go to the Year-to-Date Statistics screen and click on the appropriate number in the bottom line (i.e., “YTD Totals for (today’s date)). Replace it with the correct number and click on the “Submit Data” button. To verify that the changes were accepted, return to the main menu and select the appropriate report for today’s date.

Go to Reports screen

K. Reports

Reports are accessible from the Sit Login screen via the “Reports” button. From the Wildland Incident Situation Reports screen, select the Geographic Area, Dispatch Office (for local reports), and date

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from the pull-down menus. Click on the appropriate button/link to get to the type of report desired. **Note to Instructor:** Have the trainees refer to the Sit User's Guide and describe the content of the various reports. If time allows, generate a copy of each report for the trainees to view on screen. **L. Exercise** **Note to Instructor:** If time permits and enough computer terminals (1 for each 2 trainees) are available, use the instructions and trainee materials for the hands-on Sit Report entry exercise (02-04- HO). If time is limited and/or computers unavailable, use the Sit Report Review (02-05 - -HO) to review procedures with the group as a whole.	**02-08- -VG**
IV. Review Unit Objectives	

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